MI-TRAIN

Prepared. On track. Online.

A Learning Management System for Professionals Who Protect the Public's Health

USER GUIDE

How to login to the TRAIN Network

1. Type "**http://mi.train.org"** into the address field of your browser.

2. When prompted for your User Name and Password, type;
   User Name: ------- **Password:** --------   and click the Login button.

3. The resulting page will be the **TRAIN** Member Login screen.

NOTE: If you are a first time user, you will need to register by following the instructions below. If you have previously registered as a member, enter your Member Login Name and Password then click the "Login" button.

How to Create Your Own Learner Record

1. Go to the **TRAIN** site.

2. Click on "**Create Account**" which appears underneath the login on the left hand side of the screen.

3. Fill out all the necessary information on the subsequent pages. Required fields are indicated with a red asterisk (*). **Do not hit your browser's "Back" button at any time during the registration process. Instead, use the "Back" and "Next" buttons at the bottom of the pages.**

4. Answer the two secret questions at the bottom of the page with easy-to-remember, one-word answers. In the event that you forget your password, these questions will be posed as a security measure during the password retrieval process. Click "Next" when finished.

5. On the resulting page, you will be asked to choose the preparedness region in which you work, as well as the county in which you work. You will also be asked to provide your job role(s) and work setting(s).

6. Please select up to 3 professional roles that best match your job description. Some roles may require you to select a specialization from the adjacent drop down menu. If you select "Other," please type your specialization in the space provided. Click "Next" when finished.

7. On the resulting page, please select up to 3 settings that best fit your work environment. Click "Next" when finished.

8. On the resulting page, additional demographic information will be requested. *This information is not required for registration*. Click "Continue" to finish registering for **TRAIN**. You are now free to enter the site.

Note: Learner profile information can be edited at any time following registration by clicking on My Account.

Member Login
Login Name:

Password:

▸ Login to your TRAIN account:
   Login

▸ Set up a new TRAIN account:
   Create Account

How to Edit Your Learner Record

1. Log on to the **TRAIN** site.

2. From the home page, click "My Account" from the "My Learning Record" box located on the right hand side of the page.

3. On the resulting page, change text and settings as needed (including your password, if desired) by clicking on either the "Details," "Groups," or "My Profile" tab.

How to Search for Courses

1. Click on the "Course Search" tab, located in Navigation Tab bar at the top of the screen.

2. On the resulting page, select the appropriate criteria for your search from the menu that appears on the left hand side of the page.

3. Next, either select your search variables from the list or enter your search query in the field provided. You may select multiple variables by holding down the Control key while making your selection. Search Options List Menu

4. Click "Search" to search for your desired courses.

Note: "Advanced Search" allow you to combine several criteria in one search.

How to Save Search Criteria (Let TRAIN search for you!)

For your convenience, you can also save sets of search criteria for future searches by clicking the Save Criteria button. Additionally, you can request email notification when a course is added to TRAIN that matches your saved search criteria.

To be notified by email, check "Notify me about courses satisfying this search criteria." If you prefer not to receive email from TRAIN, leave this box unchecked. You will then need to access the saved search criteria sets by clicking on Course Search, then Saved Search Criteria.

How to Register for Courses

NOTE: It is important to remember that TRAIN is a Learning Management System and NOT a Course Provider. Most registration and course questions will need to be directed to the course provider contact listed in the Contacts tab of the course description.

1. Locate your desired course either using the method outlined in "How to Search for Courses" or by clicking on "Browse" to browse through the list of course selections.

2. Select the course you wish to register by clicking on the title of the course.

3. The resulting pages display additional course details, course provider contact information, registration information, and course reviews.

4. You may view reviews of the course by clicking the "Review" tab, or view the contact information for your course by clicking the "Contacts" button at any time before, during, or after the registration process.

5. To register for the course, click the "Registration" tab. Note: there are 3 different categories of courses in TRAIN, each with its own registration process as described on the next page.

TRAIN Course Categories

Live Event	Physical Carrier	Online
(e.g., Conference, Workshop, etc.)	(e.g., CD-ROM, VHS, DVD, etc.)	(e.g., Web-based self-study, "on demand" or archived webcast, etc.)
If this is an onsite event with multiple locations/sessions, click the "Get Locations" button to view all sessions.	Some courses may consist of training materials that need to be ordered and/or purchased from the course provider.	If the course is self-launching, you will be able to immediately access the course. Otherwise, there may be payment or a supplemental registration procedure.
Click the "Register" button next to the session of your choice. You may need to follow the course provider's additional registration instructions.	Click on the Register button to add the course to your my Learning section, then follow the course provider's additional registration and ordering instructions.	To launch the course, click the "Launch" button (if available) or follow the course provider's additional registration instructions

NOTE: **Some courses/events require registration steps outside of TRAIN.** Please follow the course provider's instructions regarding their registration process. If you have questions about external registration, please contact the course provider directly using the contact information provided under the "Contacts" tab.

You will receive a registration verification email from TRAIN. You can also verify registration by clicking on My Learning. The course should be listed as "In Progress."

How to Launch a Course for Which You Have Already Registered

1. Log on to the **TRAIN** site.
2. From the home page, click "My Learning" from the "My Learner Record" box located on the right hand side of the page.

3. On the resulting page, you will see a listing of all the courses for which you are registered. To launch a course, click on its title.

How to Mark a Course Completed, Archive, or Withdraw from a Course

1. Log on to the **TRAIN** site.

2. From the home page, click "My Learning" from the "My Learner Record" box located on the right hand side of the page.

3. On the resulting page, you will see a listing of all the courses for which you are registered. To change the status of a course, click on the "M" (manage) icon.

4. In the course management page, you can click on the "Completed" button to mark the course completed, sending it to your Transcript. Note: You will be able to enter a score, if applicable. To archive a course to resume later, click on the "Archive" button. To withdraw from a class, click on the "Withdraw" button.

How to Add Non-TRAIN Courses to Your Course Record

1. Log on to the **TRAIN** site.

2. On the home page, click "Transcripts" from the "My Learner Record" box located on the right hand side of the page.

3. On the resulting page, you will see all of the courses, which you have take listed in the "Transcripts" table.

4. Click on the "Review" button to post review of the course.

5. To remove a course from your transcripts click the "R" button.

6. To add non-**TRAIN** courses and courses you have already taken (in the past year) to your transcripts, click on the "Add" button located to the right of the "Non-**TRAIN** Courses" header.

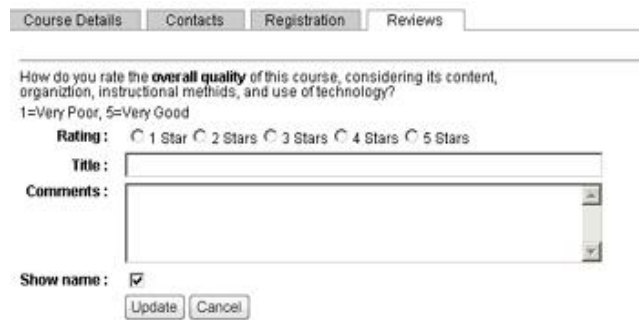7. On the resulting page, fill out all the necessary information, and click the "Save" button.

How to Post a Review

1. Log on to the **TRAIN** site.

2. Locate your desired course using the steps outlined in "How to Search for Courses" above. If you would like to review a course that you are currently enrolled in or have completed, you may do so from the "My Learning" page located in the "My Learning Record" box on the right side of the **TRAIN** Home page.
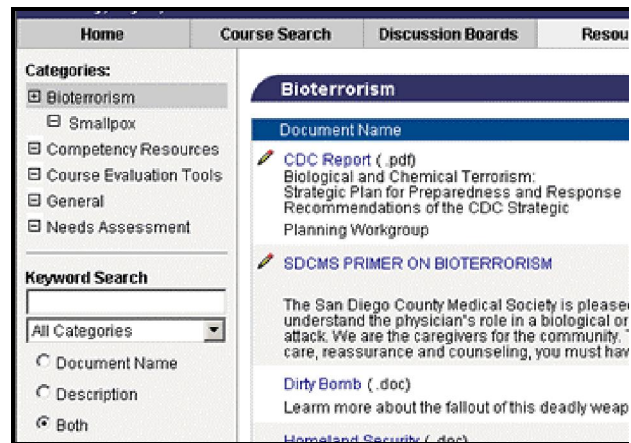
3. Click on the title of the course you would like to review, to display the course details. On the resulting page, click on the "Reviews" tab and then the "Add" button.

4. Fill out the rating, comments, and title fields of the form.

NOTE: If you want your review to be posted anonymously, simply uncheck the "Show name" box.

How to Use the Resources Section

1. Log on to the **TRAIN** site.

2. Click the "Resources" tab in the Navigation Bar at the top of the screen.

3. On the resulting page, you have several options:

   - To locate a resource, choose from the categories listed in the menu on the left hand side of the page or use the "Keyword Search" function.
   - To read a resource document, click on the title of the document you wish to view.

4. To add a resource, click on the "Add Resource" button.

   - On the resulting page, fill in the necessary information in the fields provided.

   - Click the "HTML Mode" box to format the description with HTML.

   - To upload a document, select the "Upload File" button, then type the path location of your document or click "Browse" your computer.

   - To create a link to a web site, select the "URL to Browse" button, and type in the address of the web site in the text field.

   - Click the "Save" button to submit the resource for approval by the state or national TRAIN administrator.

How to Use the Discussion Boards

1. Log on to the **TRAIN** site.

2. Click the "Discussion Boards" tab in the Navigation Bar at the top of the screen.

3. On the resulting page, you have several options:

- Choose a topic from the menu on the left hand side of the screen.

- Expand a discussion by clicking on the '+' next to the discussion thread.

- Click on the title to view a message.

- Click the "Reply" button to reply to a message.

- Click on the "New Thread" button to create a new thread, fill in the necessary information and click on the "Submit" button.

What to Do if You Forget Your Password

1. Go to your **TRAIN** Login page.

2. Enter your login name in the appropriate field.

3. Below the "Create Account" button, at "Forgot Password?" click the "CLICK HERE" link.

4. On the resulting page, you will be asked to respond to the two secret questions, which you previously answered when registering for **TRAIN**.

5. **Your password will be displayed.** It will not be e-mailed to you.

Where to Find Help

- Click the "Help" tab in the Navigation Bar at the top of the screen.
- Go to TRAIN Montana's web site at
  http://www.dphhs.state.mt.us/hpsd/MPHTI/TRAINDemos/TRAINDemo-Menu.html, and
  view their self-running Flash demos. You will need to have the Macromedia Flash Player
  installed on your computer to view the demos. You can download the Flash player free at
  http://www.macromedia.com/go/getflashplayer/.

For additional help or information on MI-TRAIN, contact:

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